

AE 2003 HSI Guide On-Site Document List

GENERAL DOCUMENTS	
Copy of inbrief slides	
Squadron mission/vision/goals	
Strategic plan and measurement tools used to assess goal achievement	
Unit Organizational Chart	
Unit Manning Document and Unit Personnel Manning Roster	
Executive Management Committee Minutes (2yrs)	
Meeting Minutes (2 yrs)	
- Additional committees or functions not included elsewhere (exclude S/E and Aircrew Training)	
Squadron operating instructions, directives and policies (exclude S/E and Aircrew Training)	
Squadron Gap Analysis- Needs Assessment	
Squadron newsletters – if applicable (6 months)	
Benchmark Program submissions, if applicable	

CLINICAL SERVICES	
IC Surveillance procedures/data: squadron and in-flight lesson plans and rosters for initial and annual infection control training: include bloodborne and airborne pathogen education (1yr)	
Nursing practice policies and guidance	
Nursing practice staff meeting minutes (1 yr)	
Nurse 6-part folders: Initial Skills Verification; Continuing Education (CE); AFSC Specific Continuation Training; AF Forms 55; Employment/License Verification	
NREMT training program rosters or computer generated data base/statistics/status of Continuing Education (1 yr)	
All In-service Training: Lesson Plans/Rosters (1 yr)	
QI/RM: Annual Plan; Program Analysis (2 yrs)	
QI/RM Function Meeting Minutes (2 yrs)	
Monitoring and Evaluation Program data (2 yrs)	
Squadron Operations administration, policies and guidance	
Medical Service Corps Officers/AE Operations Officers 6-part folders: Initial Skills Verification Continuing Education; AFSC Specific Continuation training; AF Forms 55	
Letter(s) of appointment for Infection Control (IC) Officer/NCO	
IC Annual Plan	
Infection control OIs, policies, procedures and guidance, IC Committee minutes or activities reflected in other forums (include Bloodborne and TB Exposure Control Plans)	
Medication Inventory – (last report)	
AF Forms 579 (controlled) – (1 yr)	
Medication security/accountability guidance/OIs	

ORGANIZATIONAL/HUMAN RESOURCE MANAGEMENT
Support Agreements/Training Affiliation Agreements (all applicable)
Military Personnel Flight generated training roster (Last 2 MilPDS documents)
All Enlisted 6-part folders
Master Career Field and Education Training Plan (MCFETP) and Master Training Plan (MTP) for all 6-part folders pulled for document review
Unit training manager's informal section visits (all)
Unit OJT supervisor meeting minutes (1 yr)
Current list of OJT certifiers and trainers
Training Managers Formal Assessment
OJT Reports to Squadron CC (memo or other documentation) - last 12 months
CDC pass/fail rate reported by wing
Waivers for two-time CDC failures
Current OJT training statistics
BLS Program – include statistics (month by month)

MEDICAL READINESS PLANNING AND OVERSIGHT
Appointment letters –Medical Readiness Officer (MRO), MR NCO, Unit Deployment Manager
Base Support and Deployment Plans
Annual exercise schedule
Annual squadron training plan (include Annual Tour training); after action reports to include individual tours (2 yrs)
Recall Roster – exercise summaries (2 yrs)
Documentation of mass casualty exercises to include operational plan, scenario development, and training objectives (2 yrs)
Completed MRX Data Collection Sheets from On-Site Document List
WRM Stock Status Report
AFSC-specific sustainment (RSVP) training folders (for personnel assigned to deployable UTCs)
Appointment letters for vehicle NCO/OIC and trainer
Special purpose vehicle (SPV) training policies and guidance
SPV lesson plans, tests, and attendance rosters
Roster of personnel with SPV training
Roster of personnel authorized to drive SPVs

AEROMEDICAL EVACUATION HEALTH SERVICES INSPECTION

MEDICAL READINESS DATA COLLECTION WORKSHEET

Squadron: _____

Date: _____

SQUADRON INFORMATION

UTC:									
Personnel Authorized/Assigned									

MEASURABLE TRAINING INFORMATION

SORTS reportable training requirements are listed below – individuals must maintain currency in all required training elements to be considered trained for SORTS (as defined in AFI 41-106).

TRAINING TITLE	CURRENT # pers current/ percent trained	6 MONTHS AGO	1 YEAR AGO	2 YEARS AGO
Command, Control, Communication, Intelligence, Surveillance & Recon (C3ISR)				
NBCDT				
NBCD TQT				
Alarm Signals				
UTC-specific team training				
Medical Effects of Nuclear, Biological & Chemical Warfare				
Wound Care and Casualty Management/SABC				
Field MRT				

AEROMEDICAL EVACUATION HEALTH SERVICES INSPECTION

ANNUAL TRAINING TOURS

(Show both total number and percent of participants)

ANNUAL TOUR	DATE / LOCATION	# and % of Participants (other than home station)	# and % of Participants (at home station)	After Action Reports
CURRENT YEAR				
SQUARON				YES / NO
1 YEAR PRIOR				
SQUADRON				YES / NO

AEROMEDICAL EVACUATION HEALTH SERVICES INSPECTION

EXERCISE SUMMARY

Complete only for those exercises required/completed by your organization. Mark "N/A" if training requirement does not apply to your organization.

NAME OF EXERCISE REQUIREMENT	DATES CONDUCTED THIS YEAR	DATES CONDUCTED LAST YEAR
Mass casualty exercise (annual) (ARC only)		
Recall (IAW local requirements)		
Mobilization exercise (annual for all personnel assigned to mobility positions)		
National Disaster Medical System (annual, if applicable)		
Field exercise/training for deployable personnel as defined by MAJCOM/SG (ARC, 4-year cycle)		
Assemblage setup, inventory and exercise (annual - all personnel assigned to work with applicable WRM equipment and assemblage)		

I certify the above information is true and accurate.

Medical Readiness Officer or Designee